Academic Regulations

College Transfer/Career and Technical Education Programs
The college transfer programs at Three Rivers are designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program. To prepare for upper division (junior class) standing at a four-year institution, the student normally must complete a program at Three Rivers that is comparable in length and course content to the first two years at the four-year college or university. However, students should be aware that actual requirements for baccalaureate degrees vary from institution to institution. Therefore, students who plan to transfer should become acquainted with the requirements of the major department at the four-year college or university to which transfer is contemplated and should work closely with faculty advisors and counselors in planning an appropriate program.

The Career and Technical Education programs offered by the college are designed to meet the increasing demand for technicians, semiprofessional workers and skilled craftsmen for employment in industry, business, the professions and government. The programs are planned primarily to provide workers for the region served by the college. Students are prepared for immediate entry into the job market upon completion of their selected programs.

Academic Load
The normal academic load for a student in a fall or spring semester is 15 or 16 semester credit hours, exclusive of physical education and musical groups. Students with considerable responsibilities in addition to their college work are strongly advised to carry a reduced course load. Students who wish to take 21 credit hours or more during a fall or spring semester must possess a 3.0 GPA and petition the Dean of Instruction.

Change of Program
Students desiring to change programs should complete a Change of Program of Study form. The change of program form can be obtained from their faculty advisor, online, or at the Welcome Center. No change of program is official without a completed form.

Class Attendance
Students are expected to attend all class sessions for which they are scheduled. The Instructor, with the approval of the Department Chair, determines the effect of absences on grades. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences. In cases of prolonged unavoidable absence, students should notify the Dean of Student Services who will notify Department Chairs immediately.

Attendance in classes are recorded daily. Students failing to regularly attend class are subject to Instruction Policy IP6310 – Classroom Attendance http://www.trcc.edu/forms/policiesregs/IP6310.pdf and Instruction Regulation IR6310 - Classroom Attendance http://www.trcc.edu/forms/policiesregs/IR6310.pdf

Computer Use
Students, faculty and staff at Three Rivers College have access to microcomputers, application software and the Internet for the purposes of instructional development, research, class assignments and routine office matters. This access is provisional based upon each individual user reading, signing and complying with Three Rivers’ Network/Internet Acceptable Use document. This document addresses issues regarding the use of computer and other technology in meeting the college’s mission, goals and objectives. Any violation of the terms and/or conditions of the Network/Internet Acceptable Use document will result in disciplinary action based upon the severity of the act or action in violation of any United States or Missouri law, and in addition, any college policy regarding computer usage. It is the user’s responsibility to assure that the Network/Internet Acceptable Use document is signed prior to using computers at the college. Additional information may be obtained by contacting the Director of Computer and Technology Services at 573-840-9708.

All Three Rivers students are assigned a college email address and personal on-line student account. Each student is required to follow the Network/Internet Acceptable Use document which is found on the college website. Use of any Three Rivers technical or computer services presumes acceptance of the guidelines in the Network/Internet Acceptable Use document.

Limited access to the Internet and e-mail is provided by Three Rivers through the use of computers connected to a Local Area Network. Internet access is coordinated through a complex association of government agencies and regional/state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The use of computers and the network must be in support of education and research and consistent with the educational objectives of Three Rivers.
Rivers. Please remember that computer use at Three Rivers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The installation on computers or transmission on the network of any material in violation of any U.S. or Missouri regulation or law is prohibited.

Credit Hour
A credit hour/semester hour is earned by attending a non-laboratory class for at least 50 minutes a week per semester. A class that meets three (3) periods a week is considered a three-semester-hour course unless changes are specified. In laboratory courses, one semester hour of credit is granted for two or three hours laboratory per week.

Definition of Course Type

Traditional/Web-Enhanced: Course with no or minimal online technology used and content is delivered in a traditional setting. The traditional course can have a web component for accessing syllabi, notes, PowerPoints, videos, etc. No systematic replacement for face-to-face time occurs.

Blended: A blended or hybrid course is a model of course design that combines traditional, face-to-face class time with online components for accessing or uploading course work. Courses identified as “blended” may have up to 79% of the traditional face-to-face component.

Online: A course where 80% or more of the content is delivered online. This mode has limited face-to-face meetings; however, testing can be provided in a traditional setting.

Last Day to Register for Classes
No students will be accepted for enrollment after the Last Day to Register as indicated in the academic calendar. Limited schedule changes may be allowed typically during the first week of classes with instructor permission. Students will need to contact their faculty advisor for schedule changes.

Dropping a Course
Students are strongly encouraged to talk with their instructor before making the decision to drop a class.

A course may be dropped at any time prior to the date published in the academic calendar, which is the 75% date of the course. After this date a student must withdraw from all courses unless granted permission for a late drop by the Vice President for Learning, with whom an appeal for a late drop must be filed.

Courses dropped during the 100% refund period will not be recorded on the student’s transcript. Courses dropped after the 100% refund date will be recorded on the student’s transcript with a “W” grade.

A course is dropped by completing a Withdrawal/Drop form at the Welcome Center, any external location, or on myTRCC. Failure to complete the proper procedure for dropping a class may result in a grade of “F” for the course.

Withdrawal From College
A withdrawal from college is when a student drops all courses taken during a semester. Students are strongly encouraged to speak with their advisor and the Office of Financial Aid prior to withdrawing from the college. Students may withdraw from the college (drop all courses) up to and including the last day of class.

Prior to the last date to drop a course a student can withdraw online through myTRCC. After this date, a student must contact the Welcome Center to withdraw.

Military Active Duty
Three Rivers students called to active duty status during a semester must present a copy of the active duty orders to the Dean of Student Services Office in the Westover Administration Building. If the student has not completed 75% of the course work they will be withdrawn with 100% tuition and fee credited. If they have completed 75% or more of the course work, a grade will be issued based on the work completed.

Auditing a Course
Persons desiring to attend classes without credit must be registered and pay regular college fees. No examinations are required of auditors, but regular attendance in class is compulsory. Students may not audit a course and then take it for credit. A student registering as an audit student in a class must be issued a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The installation on computers or transmission on the network of any material in violation of any U.S. or Missouri regulation or law is prohibited.

Correspondence Credit
No more than 18 hours of accredited correspondence work will be accepted toward a degree or certificate program at Three Rivers. Correspondence courses do not satisfy the requirements for repeating “D” or “F” courses. Before enrolling in a correspondence course, a student must have the approval of the Registrar.

Credit by Examination and Advanced Placement
Three Rivers allows individuals to earn college credit for knowledge they have acquired outside the regular college classroom through credit-by-examination and/or advanced placement. A maximum of 25% of a student’s degree program may be earned by credit by examination and advanced placement. Advanced standing credit will not be
allowed when a student has previous credit in a comparable or advanced course.

College Level Exam Program (CLEP)
The College Level Examination Program (CLEP) provides an opportunity to demonstrate acquired knowledge equivalent to college level courses. A score at the 50th percentile or higher is required to receive credit for a CLEP subject examination. Students seeking information about the CLEP examinations may contact the Three Rivers Testing Services at 573-840-9667. Scores will be submitted to the Registrar’s Office.

<table>
<thead>
<tr>
<th>CLEP Subject Examinations</th>
<th>Three Rivers Course Equivalent</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government**</td>
<td>GOVT 121: National &amp; State Government</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>ENGL 241/242: AmLit to &amp; since 1870</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 101: General Biology</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>MATH 171: Analytical Geometry &amp; Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry*</td>
<td>CHEM 121: General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MATH 163: College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>College Composition w/ Essay</td>
<td>ENGL 111: College Writing</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENGL 231/232: English Lit to &amp; since 1798</td>
<td>6</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ACCT 121: Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States I: Early Colonization to 1877</td>
<td>HIST 111: American History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II: 1865 to Present</td>
<td>HIST 112: American History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>BLAW 221: Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>PSYC 111: General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOCI 111: General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>MATH 164: Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>ECON 211: Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>BUAD 120: Contemporary Business Practices</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>MKTG 115: Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>ECON 212: Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language: Level 1</td>
<td>SPAN 101/102: Elementary Spanish I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>Western Civilization I: 1648 to Present</td>
<td>HIST 121: Western Civ. to the Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II:</td>
<td>HIST 122: Western Civ. since the Renaissance</td>
<td>3</td>
</tr>
</tbody>
</table>

* not available to nursing students
** Students must also take GOVT 220

NOTE: It is the responsibility of students who plan to transfer to another college or university to determine if the institution they plan to attend will accept such credits.

Advanced Placement (AP) Credit
High school graduates participating in the College Board Advanced Placement Program and passing the final examination with a score of 3 or higher may receive credit for those subjects. Students seeking information about the Advanced Placement Program may contact the Registrar’s Office. It is the responsibility of the students who plan to transfer to another college or university to determine if the institution they plan to attend will accept such credits.

Photo and Videotape Policy
The Three Rivers Communications Department takes photos and video of students throughout the year. These photographs often include students in classrooms, study areas, residence halls, athletic events and so forth. Three Rivers reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Three Rivers do so with the understanding that these photographs might include them and might be used in Three Rivers’ publications, both printed and electronic, and for publicity.

Privacy Rights of Students
The college transcript is the student’s official record. The Registrar’s Office is charged with the responsibility of posting, storing and sending copies of transcripts to other institutions and agencies when authorized. Students may order copies of transcripts through www.getmytranscript.com or an active myTRCC account.

Students may examine an unofficial copy of their transcripts on myTRCC at any time during their enrollment.

Directory information may be released by the college to interested parties unless the student files a written request with the Registrar. Directory information may include the following: Student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent, previous educational agency or institution attended by the student.

Any student who desires that any or all of the above information not be released without his or her prior written consent must inform the Registrar or the Dean of Student Services before the end of the second week of classes in a regular semester (before the end of the first week of classes in a summer session). The above information will become directory information or public information after the specified date. Forms to request withholding of directory information will be available during registration.

A Federal law, commonly known as the “Solomon Amendment,” requires colleges to provide directory-type information on currently enrolled students upon request from representatives of the Department of Defense for military recruiting purposes. The information released will include name, address, telephone number, year of birth, level of education (freshman, sophomore), and major. The student must be at least 17 years of age.

Technical Skills Assessment Exam
The Technical Skills Assessment (TSA) exam is a program-specific assessment for Associate of Applied Science (AAS) degrees. This is a 3 ½ hour online exam that assesses knowledge gained from your degree program. It must be taken in the last semester before graduation. High scores receive a certification certificate usable to assist with
employment in your field of study. Degree programs required to take this exam are Accounting, Agribusiness, Business Management, Early Childhood Development, Forestry and IST: Executive, Legal, Medical, Medical Billing and Coding and Microcomputer options. Students must apply for graduation before registering for this exam.

Academic Standing

Academic Standing
Three Rivers expects students to fully participate in instructional activities in order to have successful learning experiences. While students achieve at different levels, all Three Rivers students are expected to make satisfactory academic progress.

A cumulative grade point average (GPA) of 2.0 is required for graduation and is considered by Three Rivers College as good academic standing. The following criteria are used to determine academic standing status:

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>GPA Required:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-30</td>
<td>1.70</td>
</tr>
<tr>
<td>31-44</td>
<td>1.90</td>
</tr>
<tr>
<td>45+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Includes grades of A, B, C, D, and F. Grades of I, CR, NP, and W are not counted in determining a student’s GPA. Developmental courses will be computed in the credit hours attempted and completed; however, the grades will not be used in computing GPA.

Academic Warning

A student whose cumulative GPA is less than the required minimum GPA for the number of hours attempted will be placed on Academic Warning. A student on Academic Warning will be required to meet with an advisor to alter their educational plan. Students on warning may be required to reduce their credit load. If a student fails to meet satisfactory academic progress at the end of their warning period they will be placed on Academic Suspension.

Academic Suspension

A student on Academic Suspension is unable to register for coursework at Three Rivers for one academic semester.* After sitting out a semester the student regains eligibility to register for courses; however, said student will once again be placed on Academic Warning. Students have the right to request an override of their Academic Suspension to the Admissions and Scholastic Standing Committee. (*Excludes Winter, and Summer sessions.)

Academic Suspension Override Request Process

Students have the right to request an override of his/her academic ineligibility by completing the Suspension Override Request form. Students must explain any mitigating circumstances concerning their academic performance. Documentation of circumstances must be attached to the request. Students must submit a typed one-page letter explaining why they are currently not meeting Satisfactory Academic Progress (SAP) standards and what has changed that will enable them to be successful in the future. Include relevant dates, names and relationships when possible.

Exceptions to the college’s SAP policies are not made lightly and will generally be considered only for extenuating circumstances. Decisions are based upon an individual’s extenuating circumstances, supporting documentation, and the student’s academic history. Completion of both pages of the request form and attaching the required documentation is required to be considered. Failure to provide all requested documentation will result in the appeal not being reviewed. Request forms are available of at the Welcome Center, any external location, or at www.trcc.edu/forms/financialaid/appealform.pdf.

Students who are granted an override of their Academic Suspension are required to meet with an advisor to evaluate their educational plan. Students may be required to reduce course load, eliminate on-line course work, or repeat failed coursework.

*Students who are granted an override of their Academic Suspension are not expressly granted an override of their financial aid standing. Students who are granted an override of their Academic Suspension and not Financial Aid will be required to pay for courses without federal funding if they wish to remain in courses for the semester.

Incomplete Grades

Any student who is unable to complete the work of a course because of extenuating circumstances by the time the grade of a course is issued will receive an incomplete grade. The student must have permission from the course instructor who will issue the incomplete grade. Any incomplete grade must be removed by the completion of the necessary requirements of the course within one regular semester or the student will be given an “F” in the subject. The student will complete their work at a time determined by the instructor. In order to be eligible to receive a grade of incomplete (I), the student must have successfully completed at least three-fourths of the coursework for each course in which the grade is to be issued.
Grading System

The grades A, B, C, D, F, and Cr are employed to evaluate the quality of a student’s work. They are defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality of Work</th>
<th>Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>Cr</td>
<td>Credit, No Grade</td>
<td></td>
</tr>
</tbody>
</table>

There are certain noncredit marks that are also issued by instructors. They are defined as follows:

<table>
<thead>
<tr>
<th>Noncredit Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

Computing Grade Point Average

To determine the grade point average (GPA), multiply the number of grade points for each grade received by the number of semester hours for that course. This total is divided by the total number of semester hours attempted excluding courses with W, Cr, NP, or I grades. The courses accepted by Three Rivers from other institutions for a transfer student are included in the cumulative grade point average.

Change of Grade

A grade that has been recorded on a student’s transcript can be changed only if there has been an error on the part of the instructor or a clerical error. To change a student’s grade, the instructor must complete the appropriate form.

Returning Students

Students who have graduated with a certificate or degree and plan on returning to pursue an additional degree must notify the Financial Aid Office prior to enrolling each semester in order to receive financial aid benefits. You must request an extension in writing each semester.

Repeating Courses

A student who has received a grade of “C” or below in a given course may repeat the course only once without the course counting as additional hours repeated. The grade earned in the first attempt will be canceled for grade point purposes and the second grade will be used for computation. If a student takes a course in which he/she has less than a “C” more than one time, the course will be counted as additional hours each time after the first time he/she repeats the course. There is no penalty for the first unsatisfactory grade, but all subsequent course repeats count. For example, if a student takes a three-hour college algebra course three times before passing the course, he/she will be charged with six hours attempted (there is no penalty for the first failure). Students may not repeat courses if they have in the meantime taken advanced courses for which a proposed repeated course would be a prerequisite.

NOTE: Financial aid limits payments for repeated courses.

Reporting Grades

At the close of the semester the complete grade reports will be available to all students via myTRCC online student system providing all financial obligations to the college have been met and all admission requirements are on file in the student’s record.

Semester Length

Each fall and spring semester is approximately 16 weeks in length. The summer session consists of three separate and distinct sessions, two of which are four weeks in length and one of which is eight weeks in length. Winter session is a four-week online term.

Academic Honors

Honors Program

In keeping with the philosophy and mission of the College to provide “educational opportunities for students of diverse cultural, socioeconomic and academic backgrounds,” the Honors Program offers enhanced and advanced study to those students who show exceptional academic achievements and motivation. The purpose of honors classes is to provide an innovative, creative approach to learning in an atmosphere conducive to meeting the challenge to higher levels of academic excellence. The program is administered through the Division of Academic Instruction. For more information, call 573-840-9292.

Dean’s List

A Dean’s List will be compiled at the end of each fall and spring semester. Students who were enrolled for 12 or more semester hours and earned a GPA of 3.5 or better average will have their names listed.

Graduation Honors

Students who are granted a degree with the following overall grade point averages will graduate with the following distinction:

- 3.5 – 3.69 will graduate with Cum Laude
- 3.7 – 3.89 will graduate with Magna Cum Laude
- 3.9 – 4.0 will graduate Summa Cum Laude

For purposes of the commencement ceremony and graduation program, the cumulative grade point average
from the preceding semester will be used to identify honor students. However, the final cumulative grade point average will be used to determine final honors status and will be noted on the official college transcript and diploma.

**Academic Fresh Start**

A student who has not attended an institution of higher learning for at least five years, has gained maturity through extended experience outside a higher education setting, and has demonstrated better than average academic performance upon his/her return to college, may seek special permission for an Academic Fresh Start. The grade point average of a student granted an Academic Fresh Start will be calculated based only on current work completed at Three Rivers.

Requirements for Academic Fresh Start are as follows:

- A student must have been separated from all institutions of higher learning for at least five years prior to current enrollment at Three Rivers and have a cumulative grade point average of less than 2.0.
- After enrolling at Three Rivers the student must complete all course work as determined by test scores and earn at least 15 semester hours in college level courses with a minimum overall grade point average of 2.50 before making application for Academic Fresh Start. These 15 hours must be courses earning college credit and a letter grade. All grades earned since the student’s return to college will be averaged to determine eligibility for Academic Fresh Start.
- An application for Academic Fresh Start, describing educational objectives, must be made in writing to

Upon approval by the Admissions and Scholastic Standing Committee, the student will be granted an Academic Fresh Start. The student’s permanent record will retain a record of all academic work from all institutions attended. However, the record will note the date a Fresh Start was made, and the student’s grade point average and credit totals will be based only on work beginning with that date. Permission for an Academic Fresh Start will be granted only once.

Students are reminded the best way to improve a grade point average is to repeat classes in which a D or F grade was earned.

Academic Fresh Start is a Three Rivers procedure and may not be recognized by another college upon transfer.